



REGIONAL DISTRICT NORTH OKANAGAN



NORTH OKANAGAN CONSERVATION FUND
Leaving a natural legacy for future generations

TERMS OF REFERENCE
March 2020
Approved on April 2020

**NORTH OKANAGAN CONSERVATION FUND
TERMS OF REFERENCE**

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1. BACKGROUND

On January 22, 2020, the Regional District of North Okanagan (“RDNO”), with public assent, adopted Bylaw 2794, 2018 to establish the North Okanagan Local Conservation Fund Service for Electoral Areas “B”, “C”, “D”, “E”, “F”, the City of Armstrong, and the Village of Lumby, (collectively referred to as “the participating areas”). Under this Bylaw, the annual maximum amount to be requisitioned for the cost of the service was not to exceed the greater of \$102,000 or \$0.02 per thousand dollars of net taxable value of land and improvements in the Regional District of North Okanagan. These funds are in support of undertaking and administering activities, projects, and works that include, but are not limited to, water, environment, wildlife, land and habitat conservation efforts to protect natural areas within the participating areas of the Regional District of North Okanagan.

For the purposes of this Terms of Reference, the Conservation Service is also known as the “North Okanagan Local Conservation Fund” or “the Fund”.

2. FUND PURPOSE

Natural lands in both rural and urban areas filter our water, supply open spaces for wildlife and people, and provide assets that improve the quality of life to communities. Unfortunately, these natural systems are under stress. The current generation must act now to ensure a healthy physical environment for future generations.

The purpose of the Fund is to provide local financial support for projects that will contribute to the conservation of our valuable natural areas and help restore and protect a healthy environment. The intent is to provide funding for conservation projects that are not the existing responsibility of the federal, provincial or local government.

3. FUND ADMINISTRATION

3.1 RDNO Responsibility

The RDNO is responsible for maintaining the integrity of the Fund including financial management and retains the responsibility for approval of all matters related thereto, including projects, payments, and financial audits of the Fund.

3.2 Consultant Responsibility

The RDNO may enter into agreement with a third party to be responsible for aspects of administrative management of the fund for a fee for service of 7%. The third-party consultant will deliver and administer the Fund in accordance with this terms of reference. Under a formal written agreement, the third-party consultant will be responsible for all aspects of the Fund management, other than the financial management. The Fund management includes creating the Fund online application documents, preparing and advertising the call for proposals, responding to enquires, vetting Technical Advisory Committee applicants, providing recommendations and Fund program summary to the Board and project evaluations and overall program evaluation. See Appendix 1 for contract Deliverables by the third party consultant.

3.3 Technical Advisory Committee (TAC)

The RDNO may also appoint a Technical Advisory Committee to provide expertise in the review and selection of projects or recipients of funds, as outlined in Appendix 2. The third-party consultant will coordinate the Technical Advisory Committee and forward all recommendation from the TAC to the RDNO.

4. CONSERVATION THEMES AND GOALS

Conservation funds give people the opportunity to support local conservation goals and gives residents the opportunity to invest in protecting the environment that sustains them, preserving natural areas and creating a legacy of community health and sustainability. By taking the initiative to establish conservation funds, local governments are recognizing the importance of biodiversity and a healthy natural world for maintaining human health and community resilience. The North Okanagan is home to many diverse ecosystems, including wetlands, forests, lakes, rivers and grasslands. These ecosystems and the features they contain are valuable in their own right. They also provide important benefits including filtering pollutants, preventing erosion and controlling crop pests while providing natural habitat for our plant and animal species. These natural assets support the communities of the North Okanagan as a whole and do not recognize political boundaries. Therefore, a holistic approach will need to be taken when considering applications to the fund. Although OKIB and Splatstin are not direct participants in this service the RDNO recognizes the important work they carry out as caretakers of the land and look at this fund as an opportunity to partner and collaborate on environmental initiatives as long as they meet the criteria of the fund.

4.1 Themes

The Fund shall address environmental issues including: conservation of water quality and quantity stewardship, (aquatic ecosystems, surface and groundwater), protection, enhancement and restoration of sensitive terrestrial and aquatic ecosystems, wildlife species (including those at risk), and habitat for native fish and wildlife. These areas of focus are consistent with the Biodiversity Conservation Strategy *Keeping Nature in Our Future*.

4.2 Targets

Projects that can demonstrate a reduction of a known threat to a biodiversity target will be given priority (see Appendix 3 for a list of ineligible projects). Projects on all land tenure types will be considered. The biodiversity targets are:

- Sensitive Ecosystems as defined by Provincial SEI classifications and predominantly occurring in the valley bottom <1200m in elevation*.
 - Riparian, foreshore and water bodies including gullies, creeks, rivers, ponds, lakes, marshes and swamps;
 - Wetlands both permanent and ephemeral including wet meadows, marshes, swamps and shallow open water areas including ponds
 - Grasslands and shrub-steppe
 - Sparsely Vegetated rock outcrops, talus, cliffs and slopes;

- Broadleaf & coniferous woodlands and old forests;
- Other important ecosystems such as mature forest and Seasonally Flooded Fields; and,
- *Exception is high elevation alpine areas. These are to be included.
- Watersheds at important source water protection areas.
- Connectivity for natural areas and wildlife corridors.
- Native fish and wildlife habitat including for species at risk.
- Urban and rural wild-land interface areas.

4.3 Classification Scheme

The aim is to “think globally; act locally.” The framework for Technical Review will be based on the International Union for the Conservation of Nature (IUCN) classification of direct threats. The value of this classification scheme is to provide language for practitioners world-wide to describe the common problems they are facing and solutions they are using in a mutually intelligible way. The issues outlined below are those that currently have the highest relevance to the area around RDNO. This is only a partial list and other IUCN threats will be considered in evaluating proposals:

- (a) Residential and Commercial Development**
Development activity continues to lead to conversion and fragmentation of important habitats and greater demands on water.
- (b) Climate Change**
Climate change will have a dramatic influence on Okanagan ecosystems in the 2050’s and 2080’s. Higher summer and winter temperatures, declining mountain snowpack, reduced snowfall, long dry summers, and sudden heavy rains are just some of the changes. These changes will have a dramatic impact on fire regimes, geo-hazards and flooding, river flow, water availability, plant distribution, and wildlife populations.
- (c) Terrestrial and Aquatic Invasive Species**
When natural areas are disturbed there is often an opportunity for invasive species to flourish. Invasive species, both terrestrial and aquatic, can disrupt natural ecological processes as there are often no natural agents present to keep these species in check. Invasive species can affect fish and wildlife habitat, range values, food security, and timberland.
- (d) Natural System Modifications (Fire maintained ecosystems, Dams and Water Management and Use)**
When natural systems are modified such as through fire suppression, or non-ecological fireproofing or hydrological flow regimes altered, the ecological degradation and loss of biological diversity can be widespread.
- (e) Transportation and Service Corridors**
Wildlife mortality and habitat fragmentation are direct consequences of road corridors. These corridors are concentrated in valley bottoms and traffic volumes are increasing over time thereby increasing the risk.

- (f) **Human Intrusions and Disturbance (Recreational Activity)**
Recreational activity, particularly increasing off-road activity, can lead to a range of impacts including soil compaction, erosion, spread of invasive plants, and disturbance to wildlife.
- (g) **Agriculture and Aquaculture**
Threats from farming and ranching as a result of agricultural expansion and intensification, can lead to loss of important ecosystem and wildlife habitat, soil compaction, spread of invasive plants, human health issues with surface and groundwater.
- (h) **Biological Resource Use**
Harvesting trees and other woody vegetation for timber, fiber, or fuel can have an impact on ecosystems, wildlife habitat, surface and groundwater, including soil compaction, erosion, spread of invasive plants and disturbance to wildlife.

5. GUIDING PRINCIPLES

To best support the most effective projects, the guiding principles of the *Conservation Framework for British Columbia* will be followed:

- **Acting sooner** – before species and ecosystems are at risk.
- **Acting smarter** – priority setting is science-based; the results move us from reactive conservation to prevention using appropriate management actions.
- **Acting together** – coordinated and inclusive action.
- **Investing more wisely** – align conservation investments, priorities, and actions among conservation partners and stakeholders.

The following guiding principles will also be used with respect to the Fund:

- Projects that fall into the **existing responsibilities of federal, provincial or local governments will not be eligible** for funding.
- The review process will be as **simple** as possible, particularly with the recognition that a relatively small Fund is being administered.
- Projects will be ranked on **technical soundness, technical effectiveness, and value for money**.
- Projects will initially be ranked based on technical merit, regardless of where they occur within the participating area. Subsequently, regional equity may be considered in decision-making
- Only **highly ranked projects** will be funded. If there are not enough high quality projects in any given year, funds will be carried forward to future years.
- **Changes to program design** will be considered as more is learned about the needs of the areas, provided always that the goals of the Fund are still met.

6. TIMELINES

6.1 General Projects

- Call for proposals – September
- RDNO administrative review– October
- Technical review – October
- RDNO final approval – November
- Successful applicants advised and informed – January
- Contribution Agreements between the RDNO and applicants are finalized – February
- Interim Report Due – September
- Final Report Due – February

6.2 Land Securement Projects-

Land acquisition or covenant proposals may be submitted at any time during the year provided there is sufficient time for the Technical Advisory Committee and RDNO to review the proposals. All securement proposals will be treated as confidential unless other specific arrangements have been approved by all parties. The guidelines for land acquisition projects are listed in Appendix 4.

7. GOVERNANCE

The governance model is based on three guiding principles:

1. This is a tax-based fund; therefore, in the decision-making process, taxpayers will be represented through their elected officials.
2. The Fund was created to provide a conservation service. Technical merit is of utmost importance to determine which projects are supported.
3. There is a relatively small amount of annual funding available and it is important to design a simple, cost effective decision-making structure.

The governance model may be modified as necessary to accommodate the goals of the Fund. A two-tiered process may be employed, with a Technical Advisory Committee (see Appendix 3) making recommendations to the RDNO.

The RDNO may appoint a Technical Advisory Committee based on nominations or applications received in response to an open call to fill a vacancy. Four to five committee members may be selected with a maximum term of three years. Some members may be asked to serve for only one or two-year terms to ensure membership continuity in each year. The RDNO will base any appointment of members to a Technical Advisory Committee on qualification criteria found in Appendix 3. The Technical Advisory Committee shall follow the Conflict of Interest Guidelines defined in the Local Government Act as found in Appendix 5.

8. FUND DESIGN

- (1) A call for project proposals will be issued annually (September).
- (2) Funds will be dispersed based on responses to calls for proposals. Any funds not dispersed shall be carried forward to the next fiscal year.
- (3) Projects must be in the Fund participating areas, unless otherwise agreed upon by the participants.
- (4) Multi-year projects are acceptable to a maximum of three years. Multi-year projects will require annual funding approval and will be subject to oversight by the Technical Advisory Committee to ensure they are on track.
- (5) Projects must address IUCN threats to biodiversity targets and fall into at least one theme area (see Section 4).
- (6) Proponents must be an incorporated non-profit society in good standing or must partner with an organization that has registered society status.
- (7) Project evaluation by the Technical Advisory Committee includes consideration of conservation value for money.
- (8) Proposals should reflect continuity with the Biodiversity Conservation Strategy *Keeping Nature in Our Future*.
- (9) If invited, proponents must be prepared to make a 10-minute presentation to the Technical Advisory Committee or the RDNO on the outcomes of their projects on an annual basis, in addition to submitting written interim and final reports.
- (10) Proponents will receive 70% of the grant upon signing a contribution agreement and 30% upon completion of the approved final report.
- (11) All financial changes to a work plan must be approved by the RDNO, upon recommendation from the Technical Advisory Committee.

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APPENDIX 1 - CONTRACT DELIVERABLES FOR THIRD PARTY CONSULTANT

- Create and maintain online application forms and report forms.
- Prepare advertising and call for proposals.
 - Work with RDNO to place communication and advertisements/call for proposals.
 - Work with RDNO to deliver communications, earned and paid media to profile the Fund, the projects and the benefits.
 - Work with RDNO to create and update print materials and a website.
- Respond to enquiries.
 - Provide support for and communicate with proponents (pre and post application).
 - Receive proposals for review.
- Design and circulate advertisements for Technical Advisory Committee members.
 - Work with RDNO staff to evaluate TAC applicant criteria, contact successful Technical Advisory Committee members, and provide background documentation and orientation.
 - Create and update valuation criteria/score sheet for Technical Advisory Committee.
 - Facilitate an orientation meeting with Technical Advisory Committee members, and signing of Confidentiality Agreements.
 - Vet Technical Advisory Committee members.
 - Organize Technical Advisory Committee meetings to review applications and follow up with TAC members and applicants for requests for additional information.
- Prepare first round vetting of proposals (RDNO Administrative Review).
 - Work with RDNO staff to develop and deliver a report with recommendations to RDNO.
 - Assist RDNO staff with contacting successful proponents and developing Contribution Agreements.
 - Work with RDNO to develop and disseminate communications and media regarding successfully funded projects and proponents.
- Receive and review interim reports - provide review with TAC if needed, prepare recommendations to RDNO.
- Review and approve final reports - provide review with TAC if needed, prepare recommendations to RDNO about any issues and release of final payment.
 - Annual review of accountability of project completion for final payment.
- Work with RDNO to develop briefing for Chief Financial Officers, and make presentations to elected Boards/Councils when required.
- Liaise with RDNO Board and participating municipal councils to report out results of the Fund and projects.
- Establish annual budget and confirm administration agreement annually.
- Lead Technical Advisory Committee / RDNO tour of select projects, field audit.
- Update and amend Terms of Reference for the Fund.

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APPENDIX 2 - TECHNICAL ADVISORY COMMITTEE

1. PURPOSE

The purpose of the Technical Advisory Committee (TAC) (“the Committee”) is to ensure that:

- (a) All proposals to the Fund receive a sound technical review based on a fair assessment of merit and project effectiveness;
- (b) There is a high level of accountability in the review process; and
- (c) Recommended lists of technically appropriate proposals are provided to the RDNO.

2. COMPOSITION

The Committee will be comprised of four to five members with expertise in each theme area of hydrology, ecology, conservation biology, ecosystems (sensitive terrestrial and aquatic ecosystems, management, enhancement and restoration), restoration and enhancement of habitat, fish and wildlife conservation including species at risk. To ensure consistency and continuity, some members may be asked to serve on the Committee in consecutive years. Quorum for the Technical Advisory Committee shall be three.

3. PROPOSAL RANKING GUIDELINES

- (a) Each proposal will be independently reviewed by each Committee member and be rated on what is submitted by the proponent.
- (b) The Committee will only review proposals on their technical merit and effectiveness.
- (c) Experts in fields related to the activities within proposals may be consulted as necessary.
- (d) Each proposal will be discussed collectively and Committee members will have an opportunity to change their scores based on input from other members.
- (e) Scores from each Committee member will be used to determine the final evaluation score for the proposal. The proposals will be ranked from highest to lowest score.
- (f) New funding proposals will be rated on whether they meet the Fund criteria and if the project should be considered for funding. For continuing projects, ratings will be based on whether the project should be continued.
- (g) The Committee chair will sign the ranked list and the Committee’s comments will then be forwarded to the RDNO in a summary report.
- (h) The consultant (Okanagan Collaborative Conservation Program) retained by the RDNO to oversee the administrative management will participate in the technical review process, but will not rank proposals or influence the TAC; will provide additional file information as requested by the Committee members before and at review meetings; and will be available to answer questions from the RDNO on behalf of the Committee.

4. TECHNICAL EVALUATION CRITERIA

4.1 New Projects

(a) Feasibility (i.e., is the project doable – Yes or No)

- Is the overall proposal well written?
- Are the objectives clearly defined?
- Are the techniques and methods proposed the most appropriate ones to address the threat?
- Does the proponent clearly understand the challenges they may face in completing the project?
- Has the proponent demonstrated that the project will be able to overcome these challenges?
- Are the proposed timelines reasonable?
- Do the proponents have the capacity to deliver the project?
- Have any possible negative implications or effects on other targets been identified and minimized?

Based on the answers to the above questions, rank the feasibility of the project from 0-10 with 10 being the highest ranking.

(b) Cost Effectiveness (Yes or No)

- Is there value for the funding being requested?
- Are the benefits as described in the proposal in line with the cost of the project?
- Are the project budget and in-kind rates realistic?

Based on the answers to the above questions, rank the cost effectiveness of the project from 0-5 with 5 being the highest ranking.

(c) Outside Participation / Cost Sharing (Yes or No)

- Do the proposed activities involve other agencies and organizations?
- Does the project leverage funds from other sources?

Based on the answers to the above questions, rank the leverage potential of the project from 0-5 with 5 being the highest ranking.

(d) Project Effectiveness (i.e., is the project worth doing?)

- Is there a clearly demonstrated ability for the results of this project to reduce an identified threat (IUCN) to a biodiversity target?
- Is the project outside of the realm of regular government responsibilities?
- Is the project rationale science-based and do the results move us from reactive conservation to prevention using appropriate management actions?
- Does the project build on conservation measures from relevant strategies including *Keeping Nature in our Future*?

- Does the project align conservation investments, priorities, and actions among conservation partners and stakeholders?
- Is there an evaluation of project benefit or other measurables or indicators identified in the proposal?
- Is there a clearly described extension component of the project (e.g., communicating results to the community, resource managers, workshops, reports, presentations, etc.)?

Based on the answers to the above questions, rank the effectiveness of the project from 0-20 with 20 being the highest ranking.

(e) Other Comments

- Are there any other technical concerns?
- Are there any technical conditions to funding?
- Are there any other general comments from reviewers?

4.2 Continuing Projects

Each Committee member answers Yes or No to the following criteria and on whether the project should continue to be funded. Continuing projects have undergone an extensive review to receive original approval; therefore, no evaluation score is needed.

(a) Progress to Date

- Has there been satisfactory progress to date in terms of the project's scheduled activities?
- Does the proposal build on past accomplishments?
- If difficulties arose in the previous or current year, will they affect proposal activities?
- Should the proposal be modified to address any problems arising from the previous year?
- Are any budget changes justified?

(b) Overall Evaluation

- Should the project continue to be funded?
- Are there any conditions to continued funding?

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APPENDIX 3 - INELIGIBLE ACTIVITIES

The following types of projects will not be considered for funding:

- (a) Existing federal, provincial or local government responsibilities;
- (b) Capacity building or operating only expenses for organizations;
- (c) Projects with recreational benefits only;
- (d) Community infrastructure services;
- (e) Lobbying or advocacy initiatives;
- (f) Wildlife feeding programs;
- (g) Non-applied research (research not related to a conservation action goal);
- (h) Training costs for contractors;
- (i) Enforcement activities;
- (j) Fish rearing, farming, stocking or hatchery projects;
- (k) *Rehabilitation, captive breeding or control of wildlife species;
- (l) *Mapping only projects;
- (m) *Inventory only projects;
- (n) *Education only projects;
- (o) Fishing and hunting tour or curriculum guides;
- (p) Information projects on regulations or stocking;
- (q) Conferences;
- (r) Production or sponsorship of commercial programs;
- (s) *Interpretive services;
- (t) *Creation or management of electronic databases, websites or file systems.

*These activities will be considered if they are part of an eligible project that will lead to 'on-the-ground' implementation or if they provide knowledge which is vital to achieving the overall objectives of the Fund.

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APPENDIX 4 - GUIDELINES FOR LAND ACQUISITION PROJECTS

Acquisition project applications may be submitted at any time during the year provided there is sufficient time for the Technical Advisory Committee and the RDNO to review the proposals. All securement proposals will be treated as confidential unless other specific arrangements have been approved by all parties.

ELIGIBILITY:

Proposals will be accepted from the organization that will hold title and manage the property, but the RDNO recognizes that sometimes multiple organizations are involved at different stages of an acquisition project - for example, a local community group might coordinate the acquisition for a property but a larger land trust will ultimately hold title. If the organization submitting the proposal will not be the one holding title or managing the property, it must include information on both the applicant organization and the intended title holder and/or manager.

Eligible Expenditures are as follows:

- Direct Acquisition Costs – such as Purchase Price
- Appraisal Fees
- Taxes
- Legal Fees

If there are any relevant changes to the acquisition project between proposal submission and Board review, applicants are required to apprise the Fund administrator and submit a revised proposal and/or budget where necessary. For example, if any unconfirmed funding is denied, or becomes confirmed, the budget spreadsheet should be updated and resubmitted prior to the Board meeting. This includes any updated information regarding ecological gifting.

Proposals are evaluated against a set of criteria as outlined in the Terms of Reference, and may also consider:

- Connectivity to other protected areas
- Conservation priority (identified in conservation plan for the area)
- Species richness
- Presence of species or ecosystems at risk
- Protection Urgency/Threat
- Management Urgency or risk to existing values
- Fiscal prudence of organization(s)
- Community Support
- Likelihood of long-term security and stewardship
- Value for money
- Public recreational opportunities

FINANCIAL INFORMATION:

Each securement project must include a purchase price and a current property appraisal.

PROJECT COSTS:

- Direct Acquisition Costs/Purchase Price: The amount you expect to pay for the property, including any donation by the landowner. This amount must be supported by a property appraisal before any funding is granted. If there is an ecological gift component, this amount should be equal to the Fair Market Value.
- Appraisal fees: The amount paid to complete an appraisal of fair market value of the property.
- Closing costs: These include legal fees and taxes.
- Confirmed funding: List all confirmed funders and the amount committed, including both cash and in-kind donations, such as an ecological gift.
- Unconfirmed funding: List all unconfirmed funders and the amount requested, including both potential cash and in-kind donations, such as an ecological gift. Please ensure only one major funding partner is included per row. It is okay to lump smaller donations

INELIGIBLE ACTIVITIES & EXPENSES:

The following activities/expenses are ineligible for NOCF funding:

- Fundraising costs
- Labour costs for coordinating acquisition project Initial Management Expenses
- Conservation covenant monitoring
- Legal fees (post acquisition)
- Insurance cost
- Strategic / higher level land use planning or ecosystem planning
- Residential tenancy agreements/ rentals
- General festivals / tours/ events that do not directly pertain to O&M of the properties
- General patrols
- General lease administration (e.g., R/Ws, lease modifications, tax exemptions)
- Organizational fundraising
- Cultural, heritage, historical or architectural operations and maintenance activities

In addition to the items above, there are other activities that are also ineligible. Please see the NOCF Terms of Reference.

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APPENDIX 5 - TECHNICAL ADVISORY COMMITTEE CONFLICT OF INTEREST GUIDELINES

1. GENERAL GUIDELINES

- (a) Technical Advisory Committee (“Committee”) members will act at all times with honesty and in good faith, for the public interest.
- (b) The conduct and language of Committee members will be free from any discrimination or harassment prohibited by the *Human Rights Code of Canada*.
- (c) The conduct of Committee members will reflect social standards of courtesy, respect, and dignity.

2. CONFIDENTIAL INFORMATION

- (a) Committee members will not reveal or divulge confidential information (defined as that which cannot be obtained from other sources) received in the course of Committee duties.
- (b) Confidential information must not be used for any purposes outside that of undertaking the work of the Committee.

3. DUTY TO INFORM

- (a) Committee members will disclose any perceived or real conflict of interest which may have a negative or harmful effect on their ability to perform the duties required of the appointment or the reputation of the Committee. The member will advise all other members and staff, in writing (email accepted), well in advance of the Committee meeting: (i) that there is a potential conflict; (ii) the nature and scope of the conflict; and (iii) the specific project to which the conflict may apply.
- (b) Upon disclosure of any conflict, the Committee member shall leave the meeting during the discussion of such proposals.

4. STATEMENT OF INTENT

- (a) Participation in Committee work should not result in any personal or private financial or other substantive gain.
- (b) Members of the Committee will avoid any conflict of interest that may impair or impugn the independence, integrity or impartiality of the RDNO.
- (c) There shall be no apprehension of bias based on what a reasonably knowledgeable and informed observer might perceive of the actions of the Committee or the actions of an individual member of the Committee.

5. PRACTICAL CONSIDERATION IN DETERMINING CONFLICT

- (a) Activities undertaken as a citizen must be kept separate and distinct from any responsibilities held as a member of the Committee.
- (b) Activities undertaken as a Committee member must be kept separate and distinct from other activities as a citizen.
- (c) Other memberships, directorships, voluntary or paid positions, or affiliations remain distinct from work undertaken in the course of Committee work.
- (d) Committee members will not assist anyone in their dealings with the Committee if this may result in advantageous treatment or the perception of advantageous treatment by a reasonably knowledgeable and informed observer.
- (e) Actions taken in the course of Committee duties can neither cause nor suggest to a reasonably knowledgeable and informed observer that members' ability to exercise those duties has or could be affected by private gain or interest.
- (f) All personal financial interests, assets, and holdings must be kept distinct from and independent of any decision, information or other matter that may be heard by or acted upon by the Committee.
- (g) Personal employment shall not be dependent on any decision, information or other matter that may be heard by or acted upon by the Committee. If such a situation arises, Committee members must disclose to the Committee any involvement in a proposal or issue before the proposal or issue is discussed by the Committee. Members will leave the meeting during discussion of the project.

DECLARATION

I hereby acknowledge that I have read and considered the conflict of interest guidelines for Technical Advisory Committee members of the North Okanagan Conservation Fund and agree to conduct myself in accordance with these guidelines.

Name of Committee Member (print) _____

Signature of Committee Member _____

Date Signed _____